



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 27-2015

**OPEN TO:** **All Interested Candidates** (Local Nationals, Third Country Nationals, and Eligible Family Members)  
**POSITION:** **Telephone and Radio Technician FSN-7\*; FP-07\*\*** (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** **August 4, 2015**  
**CLOSING DATE:** **Open until Filled**  
**WORK HOURS:** **Full-time; 40 hours/week**  
**COMPENSATION:** **DZD 1,682,367\* (Grade 7)**

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Telephone and Radio Technician Information System Center.

**BASIC FUNCTION OF POSITION**

The job holder reports directly to the telephone and radio technician supervisor. The position is responsible for the Nortel Meridian 11C telephone system at post which comprises over 400 telephone lines. In addition to this the telephone and radio technician supports the radio program at the Embassy. The incumbent is also responsible for posts Blackberry, XenMobile and cell phone programs. Finally, the position must support the personal internet and telephone setup and troubleshooting of the personal internet and telephone lines of all direct-hire American staff.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** Post secondary vocational School Technical training is required.

**2. Prior work experience** Three years of telephone technician or computer systems engineering experience. Two years experience working with E&E Emergency and evacuation VHF/UHF (Very High Frequency / Ultra High Frequency) type radio equipment.

**3. Language Proficiency:** Level 3 English, French and Arabic is required.

**4. Job Knowledge:** Must have good working knowledge of telephone systems management to enable effective and continued operation of Post's systems; must have good working knowledge of network and telecommunications technology; must know the capabilities and limitations of computer equipment and software; expert knowledge of automation policies, procedures and standards of Post, the Department and other supported agencies; knowledge of acquisition policies and procedures relative to hardware and software; and standard business practices and management principles. Must have a thorough knowledge of enterprise-wide PBX systems as well as radio and cellular phone equipment. The incumbent must also have a detailed understanding of how to operate and maintain an organization-wide telephone network. Must have an understanding of home network design and implementation.

**5. Other Skills and abilities:**

- The position requires self-discipline, self-motivation, abstract thinking, and ability to work independently without close supervision.
- Must be receptive to change and have continuing interest and capacity for study and mastery of new skills and new technology.
- Must have good technical skills to maintain Post's systems in continuous operation; ability to troubleshoot, diagnose, and resolve all problems with web development and implementation, to maximize Post's computer resources; good interpersonal skills to supervise effectively, to deal with end-users, to resolve priority issues, and communicate effectively with Post management.
- Ability to match proposed projects and priorities to the capabilities and limitations of computer systems and to determine system requirements.
- Ability to use technical and administrative reference materials in support of management responsibilities including system design, equipment procurement, personnel, and financial management.
- Ability to articulate program and system requirements to managers to secure support of automation programs; ability to balance demands between the central system and individual user requirements.
- Strong communication and interpersonal skills are required.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs

Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a (*Insert appropriate level*) security clearance.

## **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

## **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.

3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

## **CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

## **Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Telephone and Radio Technician Vacancy Announcement # 27-2015

Point of Contact: Human Resources Office

Fax to : 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**